



City of Burien

400 SW 152nd St. Suite 300, Burien, WA 98166-5538
206-988-3714

Business License Application Packet

The Business License is valid from August 1 through July 31.

Business License Application Fees

1st Time Licensees

\$150 - 40 or more employees

\$ 75 - 0-39 employees

\$ 30 – Home occupations located in Burien

\$ 75 - Home occupations located outside Burien

Renewal Fees

\$175 - 40 or more employees

\$ 90 - 0-39 employees

\$ 35 – Home occupations located in Burien

\$ 90 - Home occupations located outside Burien

Pro-rated fees: From February 1st until July 31st,
the pro-rated fee is 50% of the annual fee.

***ALL BUSINESS LICENSE FEES ARE
NON-REFUNDABLE***

Helpful Contacts

**State of Washington
Department of Revenue**
20819 72nd Ave. S. #680
Kent, WA 98032
425-656-5100
www.dor.wa.gov

**State of Washington
Business Licensing Service**
PO Box 9034
Olympia, WA 98507
1-800-451-7985
www.bls.dor.wa.gov

**King County Health
Dept. Food Facility Protection
Section**
206-296-4666
[www.metrokc.gov/health/
foodsfty/foodbusiness.htm](http://www.metrokc.gov/health/foodsfty/foodbusiness.htm)

**King County Sheriff's Office
Firearms Dealer's License**
516 Third Ave., Room W-150
Seattle, WA 98104
206-296-4190 [www.metrokc.gov/sheriff/
firearms.htm](http://www.metrokc.gov/sheriff/firearms.htm)

L & I Contractor's License/State License
12806 Gateway Dr.
Tukwila, WA
206-835-1000

BUSINESS LICENSE REQUIREMENTS

We want to help you and your business to be successful and to comply with city and state laws. Below, we've summarized several requirements that should be addressed in your application. Submittal of this application does not indicate approval of your business license. You will be notified when your application has been approved.

A BUSINESS LICENSE IS REQUIRED TO CONDUCT BUSINESS WITHIN CITY LIMITS. OPERATING A BUSINESS WITHOUT A CITY BUSINESS LICENSE IS A VIOLATION OF CITY LAW.

ZONING APPROVAL & SIGNS

Please discuss your new business with our Dept. of Community Development at Burien City Hall or by calling **206-241-4647**. A planner can help you determine if your location is properly zoned for your business and any other requirements you may need to meet such as parking, landscaping, sign codes, and downtown design standards. A sign permit is needed for new signs and to replace existing signs. In some areas, you may not be able to replace an existing sign. We recommend that you meet with one of our Community Development staff before leasing or purchasing your property or tenant space, or purchasing signs.

NON-PROFIT BUSINESSES

Non-profit businesses are exempt from Burien's license fee if proof of status is provided, but you must still complete the City's application and obtain a license. To obtain proof of non-profit status, contact the Secretary of State's office at **360-753-7115** or at www.secstate.wa.gov.

BUILDING PERMITS

If your business location will include tenant improvements or is considered a change of use; is for an Adult Family Home or Family Child Day Care Home, you may be required to obtain a building permit and complete all inspections before the business license can be approved. For more information, please call 206-812-7577 or 206-248-5520.

STATE REGISTRATION

Please register your business with the State of Washington, Department of Revenue. The Department of Revenue will register your business name and issue you a UBI number (Unified Business Identifier). UBI applications may be obtained by contacting the Department of Revenue at 20819 72nd Ave. South #680, Kent, WA, by calling **425-656-5100**, or at www.dor.wa.gov.

WORKING FROM YOUR HOME

If you are conducting a business from home or apartment IN BURIEN, additional information is required in Section C of the application. Please discuss your new business with our Department of Community Development at Burien City Hall or by calling **206-241-4647**. If your business is conducted in an apartment unit, please attach a signed permission statement from the apartment owner or manager authorizing you to conduct business there.

SPECIAL ACTIVITIES LICENSE

If you conduct any of the activities below, please call **206-241-4647** and request an additional license application to include with your application packet.

**Charitable Solicitations
Pawnbrokers
Ice Cream Vendors**

TRANSPORTATION IMPACT FEES

Payment of a Transportation Impact Fee per Burien Municipal Code, BMC 19.35, may be required for any development activity within the City of Burien. This fee may be imposed for a development activity which creates additional demand and need for public facilities, payment of which is due prior to issuance of a building permit or business license. Please speak with a Planner to determine if this fee is applicable to your business.



City of Burien

400 SW 152nd St. Suite 300, Burien, WA 98166 (206) 241-4647

BUSINESS LICENSE APPLICATION

The Business License is valid from August 1st through July 31st

1st Time License Fees: \$150 - 40+ employees, \$75 - 0-39 employees, \$30 - Home Occupations

Pro-rated fee for licenses from February 1st - July 31st is 50% of annual fee

Renewal Fees: \$175 - 40+ employees, \$90 - 0-39 employees, \$35 - Home Occupations

ALL BUSINESS LICENSE APPLICATION FEES ARE NON-REFUNDABLE

A. Business Information

Legal Business Name: _____ Unified Business ID (UBI) _____

Doing business as (if different than legal name) _____

Business Address (do not use building name) _____ City _____ State _____ Zip Code _____

Number of floors in the building _____ Sq. footage of tenant space _____ Location of business in the Building _____

Business Mailing Address (if different than business address) _____ City _____ State _____ Zip Code _____

() _____
Business Telephone Number _____ Business Fax Number _____ Email Address _____

Business Owner's Name: _____ Owner's Phone # _____

Business Owner's Address _____ City _____ State _____ Zip Code _____ Owner's D.O.B. _____

Please indicate your type of business. ☐ Sole Proprietorship ☐ Corporation ☐ Partnership ☐ LLC

Nature of business _____

Number of employees: Full-time _____ Part-time _____

Professional License Number _____ (contractor, cosmetology, masseuse, etc.)

Health Department Permit Number _____ Attach a copy of the permit to this application

Are you claiming Non-Profit or Gov't Status? ☐ Yes ☐ No If yes, attach proof of non-profit status

Is your business located within City Limits? ☐ Yes ☐ No If yes, fill out section B

() _____
Emergency Contact Phone Number _____ Emergency Contact Name _____

PLEASE NOTE: Submittal of this application does not indicate approval of your business license. You will be notified when your application has been approved. OPERATING A BUSINESS WITHOUT A CITY BUSINESS LICENSE IS A VIOLATION OF CITY LAW.

I hereby attest that I have not been convicted of a crime which relates directly to the business for which this registration is sought, suffered a civil judgment based upon fraud, misrepresentation, violation of the Washington Consumer Protection Act or similar state or federal statutes, or had any other judgment or cease and desist order or consent degree relating to business activities. I further attest the information provided on this application is true and accurate. I understand my place of business must comply with all City of Burien codes and ordinances and the business license application fee is non-refundable.

SIGNATURE OF APPLICANT

DATE

City of Burien Use Only

Special License Fee _____
Business License Fee _____
Total Amount Paid _____

Check Number _____
Date Paid _____
License Number _____
Comments _____

Please continue on next page



B. Business Information for businesses located within Burien city limits.

Approximate date business opened at this address _____

Property Owner Name _____

()
Property Owner Telephone Number _____

Property Owner Mailing Address _____

City _____

State _____

Zip Code _____

Nature of previous business (if known) _____

Approx date closed _____

Number of employees:

Full-time _____

Part-time _____

Is business operated from a residence within City Limits? ☐ Yes ☐ No

If yes, fill out Section C

C. Business Information for businesses conducted from a residence within Burien city limits.

Please be advised that your property may contain legally binding covenants and/or restrictions governing the uses permitted on a lot or within a residence. The City of Burien is advising applicants to research any private covenants or restrictions prior to filling an application. Violation of private covenants and/or restrictions could result in private parties initiating civil legal action.

- 1 I have been provided a copy of Section 19.17.090 of the Burien Zoning Code and understand its contents.

☐ Yes

☐ No

- 2 Explain in detail the type of home occupation requested. Please include specific information on how the product or service provided is transferred to the client.

- 3 Does your business utilize machinery and/or use or store hazardous substances?

☐ Yes

☐ No

If yes, please describe: _____

- 4 Will there be outdoor storage of materials related to the home occupation?

☐ Yes

☐ No

If yes, please describe: _____

- 5 What is the gross floor area of your dwelling unit and accessory buildings on your lot?

_____ sq. ft.

What is the total floor area devoted to home occupation?

_____ sq. ft.

- 6 Will there be any activities of the home occupation conducted outside?

☐ Yes

☐ No

If yes, please describe: _____

- 7 Number of employees:

Resident _____

Non-resident _____

- 8 Will additional parking areas be provided on site?

☐ Yes

☐ No

If yes, please include a site plan

- 9 Will the home occupation include sales of products or merchandise?

☐ Yes

☐ No

If yes, please explain the nature of the product: _____

- 10 Will customers visit the residence?

☐ Yes

☐ No

If yes, please explain how many customers visit the residence on a daily basis and at what time of day.

- 11 Does the home occupation require the use and/or storage of a vehicle for pick-up of materials or the distribution of products from the site?

☐ Yes

☐ No

If yes, provide vehicle size and capacity information and proposed on-site parking location on the site plan or fill in below.

Please continue on next page



Business Information for businesses conducted from a residence within Burien (cont.).

12 Is there any electrical or mechanical equipment used in the home occupation that result in any of the following:

A change to the fire rating of the structure used?

☐ Yes

☐ No

Interference in radio or television receivers or electronic equipment located off-premise?

☐ Yes

☐ No

Fluctuations in the line voltage off-premise?

☐ Yes

☐ No

13 Will the utility demands of the home occupation for sewer, water, electricity, garbage or natural gas exceed normal residential levels?

☐ Yes

☐ No

If yes, please explain: _____

General Conditions for Home Occupation

- (1) Retail sales shall be limited to items produced on site or incidental sales of items associated with a service provided by the Home Occupation.
- (2) Customers visiting the Home Occupation are limited to the hours from 8 am to 8 pm and no more than one customer may be at the residence at any one time and no more than 8 customer visits shall occur in any one day.
- (3) Deliveries to the Home Occupation are permitted only between 8 am and 8 pm.
- (4) The Home Occupation shall not create vibrations, heat, glare, dust, odors or smoke that is discernible at the property lines and is offensive to a reasonable person.
- (5) The Home Occupation shall not create noise exceeding 55 decibels at the property line from 8 am to 8 pm or any noise discernible by the human ear at the property lines from 8 pm to 8 am or noise considered a nuisance under BMC Chap 8.45.
- (6) The Home Occupation shall not change the building occupancy classification of the structure(s) for use by the Home Occupation.
- (7) The Home Occupation shall not use or store hazardous substances in excess of those normally allowed in a residential area under the UBC and UFC.
- (8) The Home Occupation shall not create any electrical, magnetic or other interference off the premises.
- (9) The Home Occupation shall not consume utility quantities that negatively impact the delivery of utilities to the surrounding properties.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I will report any changes in the conducts of the above described home occupation to the Burien Planning Department no later than five (5) days after such change took place. I agree to comply with the conditions as set forth, including, but not limited to all City Ordinances and State Laws applicable to the business activity.

SIGNATURE OF APPLICANT

DATE

(for businesses conducted from a residence within Burien city limits)

City of Burien Use Only**PLANNING DEPARTMENT**

☐ Approve

☐ Deny

Was Transportation Impact Fees discussed with applicant?

☐ Yes

☐ No

Parcel Number

Zoning District

Reviewed By

Date

Primary Land Use

Accessory Land Use(s)

Previous Use(s) _____

Dates of previous operation _____

Permitted Use?

☐ Yes ☐ No

☐ Legally Non-conforming

Parking and landscaping

☐ Acceptable (incl. non-conforming)

☐ Improvements required

Home Occupation Permit Approved?

☐ Yes ☐ No

☐ N/A

Notes: _____

BUILDING DEPARTMENT

☐ Approve

☐ Deny

New Construction Permit #

Tenant Improvement Permit #

Reviewed By

Date

Occupancy Permit

Occupant Load

Occupancy Group

Notes: _____

Fire Department

☐ Approve

☐ Deny

Police Department

☐ Approve

☐ Deny

Code Enforcement Officer

☐ Approve

☐ Deny

19.17.090 Home occupations Revised 9/16

1. Purpose. The purpose of the *home occupation* regulations is to encourage flexibility in the work place and promote small-business opportunities in Burien by allowing *home occupation*. The further purpose of the regulations is to protect the residential character of neighborhoods by ensuring that *home occupations* are of a scale and intensity that is compatible with residential areas.

2. Home Occupation Types.

A. Type A *home occupations* are those that have no employees or customers come to the *site* and that do not use machinery or use or store *hazardous substances* on the premises. Type A *home occupations* may use equipment commonly found in a single-family home or professional *office*, such as computers, fax machines and copiers.

B. Type B *home occupations* are those that have one employee or any number of customers come to the *site*, use machinery, such as wood or metal shop tools, or use or store *hazardous substances* on the premises.

3. Licensing and Permits Required.

A. All *home occupations* (Type A and Type B) are required to obtain a City of Burien business license from the City Clerk's Office.

B. Type B *home occupations* are required to obtain a home occupation permit from the Department of Community Development prior to issuance of a business license.

C. Home occupation permit procedures:

i. *Home occupation* permits are valid for a period of two years. It is the responsibility of the *applicant* to obtain a permit every two years.

ii. Permits for *home occupations* that utilize machinery and/or use or store *hazardous substances* shall obtain approval from the Building Official and Fire Marshall.

iii. Inspection may be required prior to the issuance of a *home occupation* permit or as necessary to ensure compliance with applicable codes and conditions of the permit.

iv. Upon approval of a Type B *home occupation* permit, the Department of Community Development shall issue a notice to residents abutting and across the *street* from the *home occupation* and within 300 feet along the street in both directions. The notice shall describe the approved *home occupation* and standards by which it must operate.

v. The *Director* shall take appropriate action to enforce the requirements of this section. Failure to comply with the regulations of this section or conditions of the permit may result in the *home occupation* permit being revoked or denial of an application for renewal of the permit.

D. Type B *home occupations* that have a valid City of Burien business license on April 23, 2002, shall be required to obtain a *home occupation* permit within 2 years. If the Type B *home occupation* does not comply with current standards, it shall be subject to the provisions of 19.55 BMC, Non-Conformance.

4. Permitted Home Occupations. Residents of a *dwelling unit* may conduct one or more *home occupation* as *accessory* activities, provided they comply with the standards of this section and are not prohibited by subsection A below or another section of this code. The rationale for restricting the specific *uses* listed below is based on the goals and policies of the comprehensive plan, which generally states that well established residential areas should be protected from encroachment of non-residential *uses* that may be detrimental to those residential areas. The following *uses* are inconsistent with the goals and policies of the comprehensive plan and are restricted due to incompatibilities including but not limited to noise generation, visual appearance, odor and traffic impacts that are detrimental to residential areas:

A. Prohibited home occupations.

- i. Automobile, truck and *heavy equipment* repair, body work or painting
- ii. Large or small engine repair
- iii. Large appliance repair
- iv. Parking and storage of *heavy equipment* or vehicles
- v. Storage of building materials for use on other properties
- vi. Headquarters or dispatch centers where more than one employee comes to the *site* and are dispatched to other locations
- vii. Commercial *kennels*, catteries and stables
- viii. Commercial painting
- ix. *Religious facilities* (see BMC 19.15 for specific zoning requirements)
- x. *Marijuana producers, processors and retailers*. [Ord. 599 § 1, 2014]

5. Standards for Operation of a *Home Occupation*.

A. Size. The total area devoted to all *home occupation(s)* shall not exceed 25 percent of the combined *gross floor area* of the primary residence and permitted *accessory buildings*, provided the floor area must be enclosed within a *building* to be counted.

B. Location. *Home occupations* may be conducted in the primary residence or a permitted *accessory building*. All the activities of the *home occupation(s)* shall be conducted indoors, except for those related to growing or storing of plants used by the *home occupation(s)*. Exterior storage, display or repair of goods or equipment related to *home occupation(s)* is prohibited.

C. Employees. *Home occupations* shall have no more than one nonresident employee on the premises at any one time.

D. Parking. In addition to required parking for the *dwelling unit*, on-site parking shall be provided as follows:

- i. One stall for a nonresident employee that will work on the premises; and
- ii. One stall for customers when services are rendered on site.

E. Retail Sales. Retail sales shall be limited to items produced on site or incidental sales of items associated with a service provided by the *home occupation*.

F. Customers. Customer visits to *home occupations* are limited to the hours from 8 a.m. to 8 p.m. No more than one customer may be at the residence at any one time and no more than 8 customer visits shall occur in any one day. For the purpose of this section, one customer may consist of more than one person, such as a *family*.

G. Vehicles. The *home occupation(s)* may use or store one (1) vehicle for pickup or delivery of materials used by the home occupation(s), provided:

- i. Such vehicle shall not park on adjacent *streets* or within any required *setback* areas of the *lot*, with the exception of the driveway; and
- ii. Such vehicle shall not exceed a gross vehicle weight rating of 10,000 pounds or capacity of one ton or similarly sized vehicle. The *Director* shall have the final determination authority on vehicle size and should consider potential impacts to the residential character of the neighborhood and/or surrounding properties.

H. Deliveries to the *home occupation(s)* are permitted between 8 a.m. and 8 p.m. Vehicles used to deliver goods to the *home occupation* are limited to passenger vehicles, mail carriers and express carriers, such as UPS.

I. Operation of the *home occupation(s)* shall comply with all applicable regulations, including but not limited to the Burien Municipal Code, International Building Code and International Fire Code, and shall not:

- i. Create vibrations, heat, glare, dust, odors or smoke that is discernible at the *property lines* and is offensive to a reasonable person;
- ii. Create noise exceeding 55 decibels at the *property line* from 8 a.m. to 8 p.m. or any noise discernible by the human ear at the *property lines* from 8 p.m. to 8 a.m. or noise considered a nuisance under Chapter 8.45 BMC;
- iii. Change the *building* occupancy classification of the *structure(s)* used for the *home occupation(s)*;
- iv. Use or store *hazardous substances* in excess of those normally allowed in a residential area under the International Building Code and International Fire Code;
- v. Create any electrical, magnetic or other interference off the premises; or
- vi. Consume utility quantities that negatively impact the delivery of utilities to surrounding properties.

J. Residential Character. Internal or external alterations that make the property appear less residential in character are not allowed. Examples of such changes may include paving of setbacks, constructing large parking areas visible from the *street* or neighboring properties and commercial type lighting. Use of commercial mobile offices are not allowed.

K. Signs. Signage for *home occupations* is subject to the standards in BMC 19.30.050. [Ord. 523 § 1, 2009]

6. Exceptions.

A. Telecommuting is not classified as a *home occupation* and is not subject to the regulations of this section. For the purpose of this section, telecommuting is work done from home on a part-time basis for a business that is based off the premises. Telecommuting does not allow for non-resident employees or customer visits.

B. *Bed and breakfast establishments* are not subject to the regulations of this section. Regulations for *bed and breakfast establishments* are in Section 19.17.080.

C. Family daycare homes are not subject to the regulations of this section. Regulations for family daycare homes are located in Chapter 19.15 BMC, Use Zone Charts.

D. Garage sales, yard sales, temporary home boutiques or bazaars for handcrafted items, parties for display of domestic products, and other such *uses* are not subject to the regulations of this section, provided that any such *use* does not exceed three (3) days in duration and does not operate more than nine (9) days in a calendar year. [Ord. 620 § 1, 2016; Ord. 560 § 1, 2012; Ord. 355 §1, 2002]